

Chief, Management Staff

Chief, OAM Staff (DD/I Area)

Work Report, Week Ending 20 November 1956

Assessments

✓ 1. Evaluated a proposed letter from the Incentive Awards Committee to persons whose suggestions are rejected. [REDACTED]

25X1A9a

Assessments Active This Week

2. Project 6-45, OCM Space Study - At request of DD/I, an analysis of over-expenditure in OCM and appropriate recommendations for improvement. Memorandum of completion is being typed. [REDACTED] (DD/I-DM/I, 1 December)

25X1A9a

25X1A9a

3. Project 6-45, Management Survey of Technical Information Unit, Editorial Branch, [REDACTED] [REDACTED] (1 December) FOIAb3b1

b. #6-446, Request for ELINT T/O Increases for CIA and DDCI. [REDACTED] (10 Dec.) 25X1A9a

25X1A9a

5. Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency participants in the ELINT Program. [REDACTED] (ELINT Staff Officer, 1 December)

6. Project 6-46, Survey of Procedures for Insuring that Separating Employee Conclude All Business with CIA Prior to Separation. [REDACTED] (DD/S, 1 Jan.) 25X1A9a

7. Project 6-61, Management Audit of CIA Watch Office. [REDACTED] (AD/CIA, 10 Dec.) 25X1A9a

8. Project 6-55, Reorganisation of Acquisitions Branch, CIA Library. [REDACTED] (15 December) 25X1A9a

9. Project 6-56, Study of Workload Procedures, Layout and Equipment of Acquisitions Branch, CIA Library (CIA Librarian). [REDACTED] (15 December) 25X1A9a

10. Manpower Utilisation, Combination of DM/OCM-RL. [REDACTED] (DD/S, 1 Nov.) 25X1A9a

Assessments Inactive This Week

11. Project 6-51, Examination of Proposed DM Reorganization. [REDACTED] (AD/NR, 31 December) 25X1A9a

25X1A9a

12. Examination of Organization and Functions of Photo Intelligence Division, CIA. [REDACTED] (1 January)

13. Assistance to DD/I in Reduction of T/O and Ceiling and Necessary Related Alignments. (Asst. to the DD/I (Admin)) [REDACTED] (1 January) 25X1A9a  
14. Assistance to Chief, Business Machines Service in determining possibilities for use of electronic computers in DD/I. [REDACTED] (31 December) 25X1A9a

Training

15. Effective Writing - 2 hours [REDACTED] 25X1A9a  
Conference Leadership - 4 hours [REDACTED] 25X1A9a

[REDACTED] 25X1A9a

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